

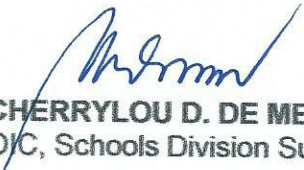


Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Unit Heads  
All Concerned

FROM:   
CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent

SUBJECT: **CAPACITY BUILDING ON CONTINUOUS IMPROVEMENT PROGRAM (CIP)-  
REALTIME SCHOOL INFORMATION MANAGEMENT SYSTEM (RSIMS)**

DATE: November 12, 2015

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With the end in view of continuously improving the work systems and mechanisms in DepEd Cavite, please be informed that Online Document Channel (ODC) pilot implementers and selected division, district, and secondary school personnel will undergo the Capacity Building on Continuous Improvement Program (CIP) – Realtime School Information Management System (RSIMS) on November 19-21, 2015 at Trece Martires City Elementary School, Trece Martires City, Cavite.

Annex 1 and 2 of this Memorandum is the list of participants to the said program.

Participants must bring their own laptop and pocket wifi.

Food and other incidental expenses shall be charged to Special Education Funds subject to usual accounting and auditing procedures.

For information and guidance of all concerns.

/kae



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Annex 1

**List of Participants**

ODC Pilot Implementers

<b>NAME</b>	<b>UNIT/SECTION</b>
1. Mignon Cecille M. Mangoba	ICT
2. Judith Arturo	Legal
3. Kristine D. Gener	OSDS
4. Junel Inky V. Santiago	OSDS
5. Jay Fulvadora	OSDS
6. Kevin Herick Avilla	Records
7. Carlo Melo	Records
8. Abigail Arevalo	Cashier
9. Sherwin Rom	Accounting
10. Lou-Junel Velasco	Accounting
11. Roel Penus	Personnel
12. Mary Joy Mendoza	SGOD
13. Romnick Cuachin	Supply
14. Leonila Custodio	Learning Resource
15. Jonathan Jimenez	Learning Resource
16. Rhodora Matel	Medical
17. Glenda Santiago	Medical
18. Renee Jane Rustia	Medical

Selected Division Office Personnel

19. Jasmine Lyra Sembrano	Records
20. Mary Angelic Federoso	CID
21. Rhea Escalante	OSDS
22. Are Aba Arellano	CID
23. Reniel Patrick Tejidor	SGOD
24. Gina Dulce	SGOD
25. Mary Ann Gatpandan	SGOD
26. Jean Gallardo	SGOD
27. Theresa Bautista	SGOD
28. Jennifer Tolica	Budget
29. Jesselle Mark Reyes	SGOD
30. Marlene Panganiban	SGOD
31. Lorena Arca	SGOD
32. Allain Alvarez	SGOD
33. Norita Vasquez	Personnel





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Annex 2

**List of Participants**

Selected Districts and Secondary School Personnel

<b>NAME</b>	<b>DISTRICT/SCHOOL</b>
34. Alicia Villanueva	Amadeo
35. Rosalie Daño	Tagaytay City
36. Joanna Marie Abaca	Alfonso NHS
37. Sheila Ann Cabanero	ASHI
38. Eryln Mendoza	Amadeo NHS
39. Jenalyn Villanueva	Cavite NSHS
40. Arturo Resurrecion	ETTMNHS
41. Jayvee Bawalan	GMATHS
42. Carla Mia Arroyo	Gov. Ferrer MNHS
43. Vanni Rose Jimenez	Gov. Ferrer MNHS
44. Leah Vicedo	Kaytitinga NHS
45. Lilibeth Muega	Tanza NCHS
46. Julita Oliva	Tanza NTS
47. Elena Mojica	Trece Martires City NHS
48. Perla Ferma	Constancio E. Aure NHS
49. Carolina Joya	Bucal NHS
50. Elsie Hernandez	Maragondon NHS
51. Ebitha Phodoca	San Jose CHS
52. Daniel Carpina	GMATHS